

# State of Alaska Department of Education & Early Development

Location: Alaska State Library  
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## MEETING ROOM REQUEST FORM

Policy: The meeting rooms located at the Anchorage offices of the Alaska State Library are available free of charge to government agencies and K-20 education and library-related organizations. Limited to 5 days every four weeks. The meeting rooms are not available for commercial purposes. People can not be charged for attending events in these meeting rooms. For more information visit: [http://library.state.ak.us/is/meeting\\_rooms.html](http://library.state.ak.us/is/meeting_rooms.html)

Procedures: Meeting rooms are available Monday - Friday 8:00 AM - 4:30 PM. Use masking tape to attach items to walls. Do not use pins. A limited selection of equipment is available upon request. Schedule changes and cancellations must be made in writing.

Dates requested: \_\_\_\_\_ Time: \_\_\_\_\_

Number of people: \_\_\_\_\_ Equipment needed: \_\_\_\_\_

Name of group: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency name: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of request: \_\_\_\_\_

Notes:

### *State Library Use Only*

Room Assigned: \_\_\_\_\_ Chinook #1 (Small) \_\_\_\_\_ Williwaw #2 (Large)

Approved by: \_\_\_\_\_